



Bird Control Gun Safety

Standard Operating Procedure

REFUSE
DISPOSAL
DIVISION

Biological Services

1. Shotguns and three to five boxes of cracker shells are stored in the gun safe in the bird control office. Additional shells are stored in a separate storage box. This building is marked with an explosives placard. Additionally, shotgun(s) and cracker shells utilized by operations personnel are stored in a locked office and closet in the Operations trailer.
Warning: All shotguns must be stored unloaded and with a secured trigger lock.
2. Except when retrieving or returning a gun or shells, the gun safe and Operations office closet must remain locked at all times.
3. At the beginning of your shift, retrieve a shotgun and shells from the safe. During breaks, lunch, and intervals when you go off site, shotguns must be returned to the safe. When in the field, if you must leave for other business, you must secure the shotgun within a locked vehicle, unloaded and with a secured trigger lock attached. **Note:** Shotguns are never permitted to go off-site.
4. When not in use, the safety of the shotgun must be engaged and the chamber must be open and empty.
5. At the end of the day, record the number of boxes of shells used in the *Bird Control Log* (EMS Document Control No. RDD-F-BS-02). Then file the sheet at the bird control office. These log sheets are turned in to the supervisor at the beginning of each month.
6. Fifteen minutes prior to the end of your shift, return to the bird control office to remove and clean the barrel of the shotgun. Return the gun and any unused shells to the safe and then relock it.
7. Bi-annual training consisting of firearms safety, bird identification and documentation is required for all staff responsible for handling bird control firearms. Training and training records will be coordinated through John Howard, Biologist III.

Benefit of Compliance to Instruction:

- In the event of absences, shotgun readily accessible for other staff that fill in.
- Prevent loss due to theft
- Location of firearm always known



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Consequence of Non-Compliance to Instruction:

- Loss of equipment due to theft and possible accident due to misuse
- Absent/misplaced equipment is unavailable for staff
- Disciplinary action

Environmental Management System (EMS) –ISO 14001

PROCESS MAP #: BS-2.0

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